

Budgetary Accounting – Tools of the Trade

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Appropriation Analysis/Budget Control Timelines

Dawn Sharps
Budget Control Team

What does my office do?

- *Create Warrants from Federal Legislation*
- *Approve Non-Expenditure Transfer Transactions*
- *Establish Treasury Account Symbols*

IMPORTANT DATES

*From the Year- End Bulletin
No. 2005-06 Volume I*

www.fms.treas.gov/tfm/vol1/05-06.html

What's Due When?

ACCOUNT ACTIONS

- a. *Miscellaneous Receipts*
 - i. *3200 – Collections of Receivables from Cancelled Accounts*
 - ii. *3220 – General Fund Proprietary Receipts, Not Otherwise Classified, All Other*
- b. *Clearing Accounts*
 - i. *3875 – Budget Clearing Account (suspense)*
Bullet # 7

Due to FMS by Oct 3, 2005

What's Due When?

ACCOUNT ACTIONS

- c. *Suspense Accounts*
 - i. *X6500 – Advances Without Orders from Non-Federal Sources*
 - ii. *X6501 – Small Escrow Amounts*
 - iii. *X6276 – Other Federal Payroll Withholding, Allotments*
- d. *Extended Authority to Liquidate Obligations -
Bullet # 22*

Due to FMS by Oct 3, 2005

What's Due When?

Appropriation Requests (Warrants)

Surplus – Must meet 2 conditions to close accounts and surplus balances - Bullet # 24

Rescissions - Must request negative warrants in writing for all across the board

Indefinite – Reminder...at year-end - Bullet #23

Due to FMS Oct 3, 2005

What's Due When?
Non-Expenditure Transfers
TYPES

- a. Appropriation Transfers*
- b. Balance Transfers*
 - i. Allocation Accounts – Bullet # 13*
- c. Capital Transfers– Bullet # 14*

Due to FMS by Oct 3, 2005

- d. Borrowing from the Treasury – Bullet # 16*

Due to FMS by
Sept 30, 2005 – 3p.m.

Access to GWA

- ✓ *Became a Mandatory System as of July 1, 2003 – Bullet # 29*

<http://fms.treas.gov/tfm/vol1/03-07.pdf>

- ✓ *Do not wait until year end to get access*

- ✓ *Must fill out the **dreaded** ESASS form*

<http://www.fms.treas.gov/goals>

To Summarize.....

- ✓ *All account action requests – email, facsimile*
- ✓ *All Appropriation requests – email, facsimile*
- ✓ *Non-Expenditure Transfers – via GWA system*

Due to FMS by Oct 3, 2005

Other Guidance

- a. *TFM Chapter 1500 - Description of Accounts Relating to Financial Operations*
 - i. *How to set up new accounts*
<http://www.fms.treas.gov/tfm/vol1/v1p2c150.pdf>
- b. *TFM Chapter 2000 – Non-Expenditure Transactions*
 - i. *How to request Warrants*
<http://www.fms.treas.gov/tfm/vol1/v1p2c200.html>
 - ii *How to determine transfer types in GWA- Matrix*
<http://fms.treas.gov/tfm/vol1/03-07.pdf>
- c. *Federal Account Symbols and Titles Book (FAST)*
<http://www.fms.treas.gov/fastbook/index.html>

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Department of Treasury

Financial Management Service

Budget Reports Division

Tools of the Trade

Introduction/definitions

- A tool is an instrument used or worked by hand
- Something (apparatus or instrument) used in performing an operation or necessary in the practice of a vocation or profession
- Trade is the business or work in which one engages regularly
- What tools are needed for FACTS II 4th quarter 2005 trade???

Tools needed for 4th Quarter 2005.

(Before FACTS II window opens)

- Personal Computer (PC)
- Fill out ESSAS form for new users
- Receive your Secure ID card and Password for potential new users
- Test your Secure ID card and Password before window opens, especially the Certifiers
 - Check expiration date on secure ID card
 - Contact FMS help desk (202)874-HELP/4357
- Notify your agency rep. of any changes to TAFS assigned to preparers and certifiers

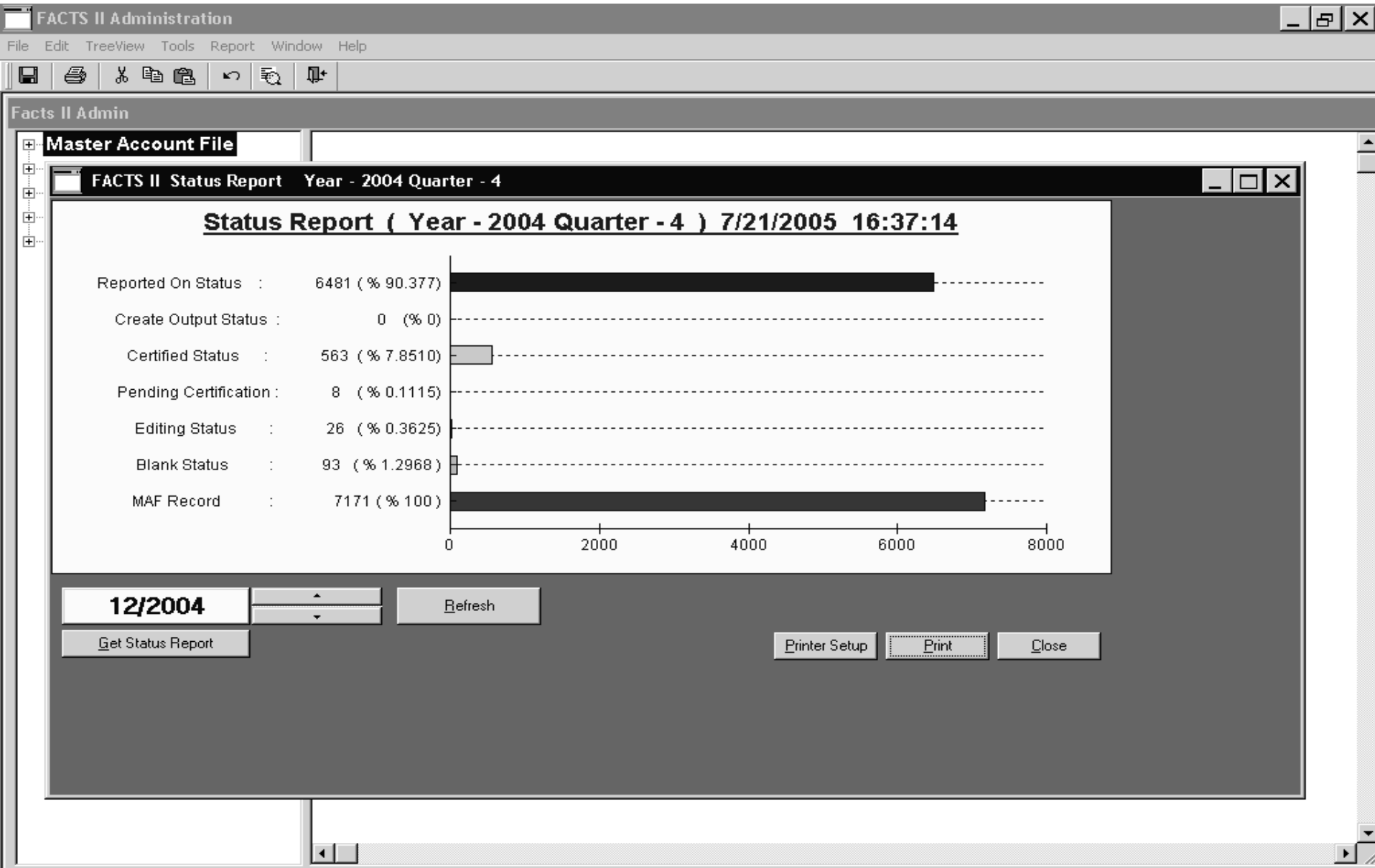
When FACTS II window opens

- Verify your TAFS accounts and balances
 - Have not received all of your accounts
 - Have received accounts not belonging to you
 - Have balance discrepancies
- Notify your agency representative of any balance discrepancy on or before 10/18/2005
- Submit supp. b/w 10/14/2005 and 11/02/2005
 - Fax had copy supplemental 224, 1219/1220 (September Final document)
 - Treasury reviews supplemental and makes adjustments if needed

Revision Period

- What is the purpose of the revision period?
 - to make FACTS II consistent with the amounts in the “actual column” of the budget of the United States
 - to correct errors, but not extra time to verify data
 - Common error is **BEA CODE** (Discretionary or Mandatory)
 - Revise both material and non material amounts
- Restatement of the agency Statement of Budgetary Resources (SBR) or footnote
 - Determined by auditor and senior management
 - OMB will cover topic
- Revision window is open from 11/16/05 through 12/2/05 (early this year)

4th Quarter 2004 Results



Common 4th Quarter Problems

- Do not wait till the last minute to get started (plan well)
- Extension will not be granted, do not ask for one!
- Change status once you have passed all edits
 - Work closely with your certifier
- No reversal of ATB status once certified
 - Request a supplemental from your administrator to correct errors
- Know your contact person/agency representative
 - Available on FACTS II website

Important Deadlines

- FACTS II accounts and balances verification 10/14/2005 through 10/18/2005
- FACTS II window opens 10/14/2005
- FACTS II window closes 11/2/2005
- FACTS II revision window opens 11/16/2005
- FACTS II revision window closes 12/2/2005

Budgetary Accounting - Tools of the Trade

Budget Concepts

**Presentation for the Treasury
Agency Services**

**15th Annual Government
Financial Management
Conference**

Teresa A. Tancre, CGFM
Budget Review and Concepts Division
Office of Management and Budget
August 10, 2005

Overview

Budget Concepts

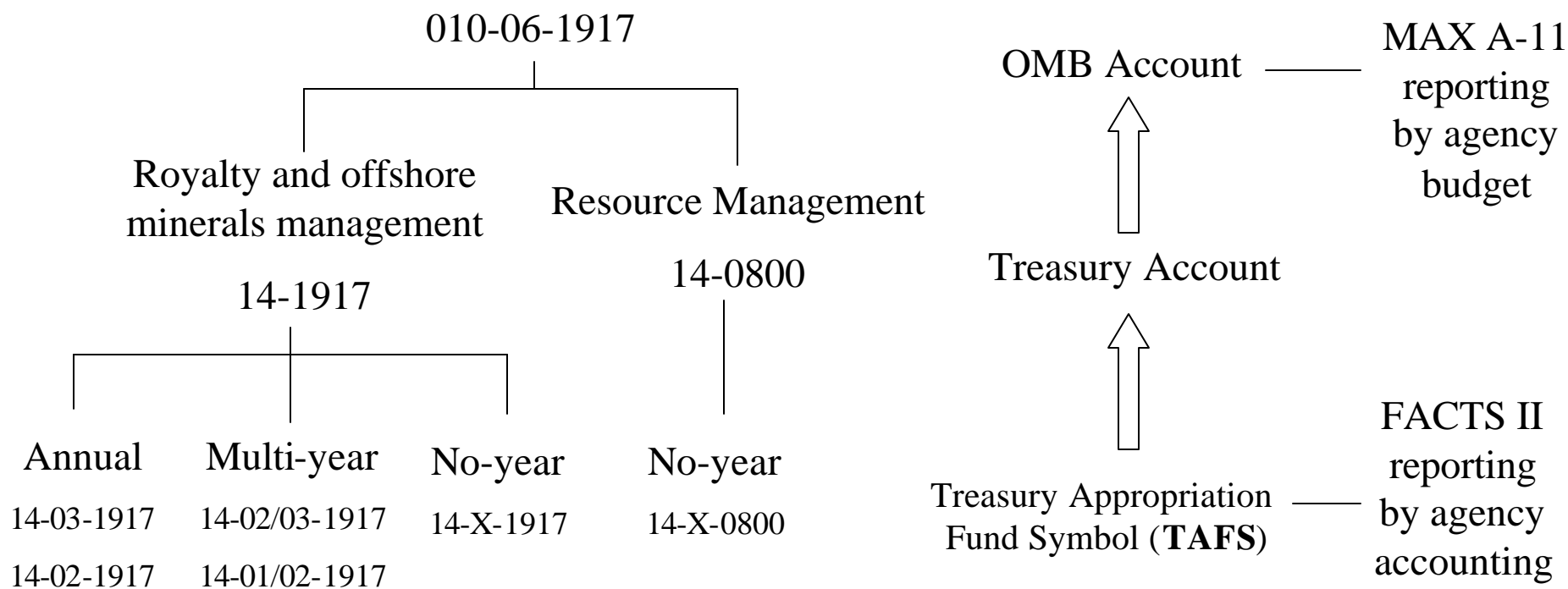
- Relationship of OMB accounts and Treasury Appropriation Fund Symbols (TAFS)
- Report on Budget Execution and Budgetary Resources (SF 133) Format
- Budget Program and Financing Schedule
- Key Dates for the FY 2007 Budget
- FACTS II Revision Window
- Statement of Budgetary Resources

Treasury Reporting Requirements Account Structure

Budget Concepts

Each Budget account may contain multiple Treasury accounts, while each Treasury account may contain multiple periods of availability

Department of the Interior: Minerals Management Service



For Example Purposes Only

SF 133 Format - consists of the following sections

Budget Concepts

FY 2005 and before	FY 2006 and Thereafter
Budgetary Resources	Budgetary Resources
Status of Budgetary Resources	Status of Budgetary Resources
Relationship of Obligations to Outlays	
	Change in Obligated Balances
	Net Outlays

SF 133 Format (FY 2006 and Beyond)

Highlights on Section Changes

Budget Concepts

- **Budgetary Resources**
 - Order Changes (lines 1 through 4)
 - Budget Authority – Four Flavors
 - Nonexpenditure versus expenditure transfers
- **Status of Budgetary Resources**
- **Change in Obligated Balances**
- **Net Outlays**

Budget & Program Financing Schedule

FY 2007 Budget Changes

Budget Concepts

- Adds lines for reporting certain types of balance transfers to expired accounts, and adjustments
- Requires agencies with investments in non-Federal securities to include memorandum information on those investments
- Uses information from FACTS II on unpaid obligations to check the validity of amounts reported as outlays from end of PY balances
- Requires additional lines to tie to amounts reported in FACTS II
- Explains the actions to be taken when amounts imported from FACTS II are revised in MAX A-11 but had not changed in the FACTS II revision window

Budget and Program Financing

Schedule lines required to tie to

FACTS II actuals

Budget Concepts

The following lines will be edit-checked in MAX A-11:

1. Total new obligations (line 1000)
2. Unobligated balance carried forward, start of year (line 2140)
3. Resources available from recoveries of prior year obligations (line 2210)
4. Unobligated balance expiring or withdrawn (line 2398)
5. Unobligated balance carried forward, end of year (line 2440)
6. Discretionary appropriation (line 4000)
7. Discretionary appropriation (special fund) (line 4020)
8. Discretionary advance appropriation (line 5500)
9. Mandatory appropriation (line 6000)
10. Discretionary Spending Authority from offsetting collections (cash) (line 6800)
11. Discretionary change in uncollected customer payments from Federal sources (line 6810)
12. Obligated balance, start of year (line 7240)
13. Adjustments in expired accounts (line 7340)
14. Obligated balance, end of year (line 7440)
15. Offsetting collections from Federal sources (cash) (line 8800)
16. Offsetting collections from non-Federal sources (line 8840)

Key Dates for the FY 2007 Budget

Budget Concepts

Initial budget submissions to OMB.....	September 12
FACTS II closes for 4 th quarter, FY 2005.....	November 2
MAX database opens; FACTS II revision window opens.....	November 16
Economic assumptions released.....	November 17
Agency PY lock and FACTS II revision window closes.....	December 2
Final Treasury outlay data loaded into the MAX system.....	December 2
Agency baseline lock (discretionary and mandatory).....	December 16
Final database: Agency lock-out.....	January 10
Transmittal of the FY 2007 Budget.....	February 6

MAX A-11, Financial Audit, and FACTS II Revision Window

Budget Concepts

If an error is found...	And if...	Then...
<u>Before</u> MAX A-11 agency lock-out	Financial audit was complete	<ul style="list-style-type: none">✓ Consult with your accounting office.✓ Correct the amount in MAX A-11.✓ Ensure that your accounting office revises the amount in FACTS II. Your accounting office <i>must</i> revise both material and non-material amounts in FACTS II.✓ Work with your accounting office to determine the source of the problem and develop a plan to make sure the problem does not recur in the future. Consult with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II.

See OMB Circular No. A-11, section 82.15 (c)

MAX A-11, Financial Audit, and FACTS II Revision Window - continued

Budget Concepts

If an error is found...	And if...	Then...
<u>After</u> MAX A-11 agency lock-out	Financial audit was complete	✓ Consult with your OMB representative. OMB will review on a case-by-case basis.

NOTE: The primary purpose of the revision period is to make FACTS II consistent with the amounts in the prior-year column of the Budget.

NOTE: Due to timing differences, subsequent changes whether material or non-material may be made to the budgetary information included in the Budget after the SBR has been published and audited. All subsequent changes whether material or non-material must be made in FACTS II during the revision period.

Statement of Budgetary Resources

Budget Concepts

- FACTS II Revision Period
 - OMB Circular No. A-11, section 82.15(c)
 - OMB Circular No. A-136, Section 6.1
- Combined versus Consolidated Statement
- Statement of Budgetary Resources Format
- Separate Column for Non-budgetary Credit Reform (Financing Accounts)
- Offsetting Receipt Line
 - Proprietary receipts from the Public
 - Intrabudgetary receipts deducted from Agencies
 - Offsetting governmental receipts

Resources

Budget Concepts

www.whitehouse.gov/omb/reports

- SF 133 Reports on Budget Execution and Budgetary Resources (with totals for budget agency and budget bureau)
- FY 2005 USSGL information in FACTS II and how it would crosswalk into the prior-year (PY) column of the Budget Program and Financing Schedule (Quarterly)
- Differences between FACTS II and MAX A-11 FY 2004 actuals (year-end)
- Exact accounts and amounts loaded into MAX from FACTS II FY 2004 actuals (year-end)

www.whitehouse.gov/omb/circulars/a11

- OMB Circular No. A-11 (2005) – June 2005

Resources (continued)

Budget Concepts

www.fms.treas.gov/USSGL

- USSGL budgetary guidance and contacts for each agency

www.fms.treas.gov/FACTSII

- FACTS II and USSGL info, including deadlines
- FACTS II bulk transfer information

(bookmark and subscribe for electronic e-mail notification of changes)

www.gao.gov/new.items/d02126g.pdf

- “Financial Audit Guide: Auditing the Statement of Budgetary Resources” (GAO-02-126G)

Questions?

Budget Concepts

I'm an artist who understands how the budget analysts want the offsets to budget authority and outlays recorded. The offsets are offsetting receipts [*deposited in receipt accounts*] distributed to our agency not offsetting collections [*credited to expenditure accounts*].

OK. The budget authority was supposed to be all discretionary [FACTS II attribute *BEA_Category_Indicator*]. I'll weld it together and submit my FACTS II data during the FACTS II revision window from November 16 – December 2.

I'm going to fit the budgetary data into FACTS II some way. Oh!
Yes, I just need to reclassify these non-Federal collections as Federal [FACTS II attribute *Transaction_Partner*] to match the Budget!